

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAAG-SP

6 January 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-02 - Expires 5 February 2010

1. The Military Department is accepting applications for State Active Duty limited-term position indicated below. The initial appointment will not be less than three months (and not to exceed the term of the grant funds supporting this position) and provides full benefit status for the appointee and his/her beneficiaries. *The Senior NCO selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-8, regardless of their active military rank and pay grade.* Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of the funding. This vacancy announcement will expire on **5 February 2010** unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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|--------------------------------------|--|
| a. Title and Pay Grade: | Senior Critical Infrastructure Protection Analyst (SAD E-8) |
| b. Employment Location: | Sacramento, San Francisco, San Diego or Los Angeles, TBD |
| c. Projected Employment Date: | 1 March 2010 |
| d. Selecting Supervisor: | Director, J3 (Plans & Operations) |

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard in the grades of E-7 through E-9 may apply. Active members of the California State Military Reserves in the grades of E-7 through E-9 may apply.

b. Education/Experience: Completion of military educational requirements commensurate with the grade of the applicant is required.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to effectively communicate orally and in writing.

e. Must possess computer skills with Microsoft Office suite of applications to include Word, Excel and Power Point.

f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. Attach a copy of your military component's verification of these requirements. If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.

CAAG-SP

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- h. Experience and/or training in one or more of the following:
 - 1. Operational experience conducting actual vulnerability assessments;
 - 2. Foreign or Domestic Intelligence Analysis;
 - 3. Structural Engineering/Network Security/Emergency Response Management;
 - 4. In-depth knowledge of National Infrastructure Protection Plan;
 - 5. Continuity of Operations & Business Recover;
 - 6. Acted as liaison officer with civil agencies at state and/or Federal level.
- i. Ability to formulate plans and programs.
- j. Skilled in developing, tracking, and providing internal and external training.
- k. Ability to develop, coordinate, and conduct exercises.

4. Desirable qualifications include:

- a. Demonstrated supervisory abilities to manage and direct subordinates to accomplish program goals and objectives.
- b. In-depth understanding of the end state objectives to sequence program events, set project milestones, and change and/or adapt priorities within fluid time constrained environments.
- c. Demonstrated abilities in analytical thinking and evaluative methods, sufficient to analyze standards, procedures, and work processes in order to accomplish assigned tasks, and continually improve them.
- d. Demonstrated abilities in research, interpreting valid correlations and applications of materials and resources, and effectively applying them for success of specific and projected objectives of assigned and emerging projects and/or programs.
- e. Experience in Antiterrorism, Physical Security, Threat Analysis, Emergency Management, and continuity of Operations is desired.
- f. Graduate of Antiterrorism level II course is preferred.
- g. Skilled in oral and written communications to prepare and present briefings, project papers, and staff reports, coordinating planning efforts, managing project activities, and effectively communicating requirements and/or recommendations to senior staff, peers, and subordinates, to encourage understanding, acceptance, and support for findings and recommendations as well as collaborate or negotiate with senior staff.

5. Principle Duty Functions: Incumbent ensures that Critical Infrastructure Protection Analyst training policies, procedures, and standards are followed. Develops operational schedules and project resource requirements. Supervises and mentors enlisted Critical Infrastructure Protection Team members.

- a. Conducts vulnerability assessment, reviews and develops plans.
- b. Conducts and evaluates exercises.
- c. Develops and provides training.
- d. Responds on order to disasters throughout the State of California.
- e. Performs Critical Infrastructure Data collection, analysis, and dissemination of information.
- f. Assists the Program Manager and Team Leaders with day to day coordination of operation and conducts daily administration duties.
- g. Formulates courses of action to eliminate or mitigate vulnerabilities.
- h. Provides assistance to other Critical Infrastructure Protection Team members to ensure successful integration of work into a comprehensive installation or facility security plan.
- i. Performs all other duties as assigned.

CAAG-SP

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6. The individual selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving expenses *will not* be paid.

8. Interested applicants should submit a completed OTAG Form 900-8 (SAD Appointment Application), along with all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-SP Web Site at <http://www.calguard.ca.gov/casp/jobs/sad/> or by contacting Ms. Cheryl Arbaugh, at (916) 854-3311 or DSN 466-3311. **Applications must be received in the State Personnel office no later than the close of business on 5 February 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (6 Jan 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet to assist each applicant with submission of a complete and accurate application. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed your application form?	
Have you attached a copy of your height, weight & physical test verifications?	
Have you attached a copy of your military and educational verification?	